



POSITION: Production and Logistics Coordinator
REPORTS TO: Production and Service Manager
LOCATION: Ottawa, ON

Established in 1982, and now a business unit within Stanley Black & Decker, Inc., Instantel is the global market leader in the design and production of vibration monitoring instrumentation. Our products are used in over 120 countries. Applications include civil engineering, construction, environmental, mining, mining exploration, quarry, underwater, structural health, human annoyance, military and noise.

Duties and Responsibilities include, but are not limited to:

- Responsible for the planning and scheduling of products being manufactured ensuring there is always adequate inventory to meet the sales forecast and on time delivery.
- Provide daily logistics support arranging and providing documentation – local/international customers.
- Work closely with Purchasing to ensure a constant material supply chain with no production interruptions or revenue impacts.
- Strict adherence to corporate policies of delegation of authority and segregation of duties.
- Maintain a daily, weekly and monthly production plan with regular reviews from the Sales team.
- Track and report product cost and gross margins on a monthly basis.
- Provide back up for the Purchasing Agent as required.
- Maintain a high level of professionalism within an office environment and with suppliers.
- Review and act on all ECOs (Engineering Change Orders) for subsequent material revision.
- Recommend cost saving improvements in supply chain systems, sourcing processes, quality or materials.
- This list is not exhaustive and other duties related to the position may be required to performed.

Skills/Qualifications:

- College Graduate Certificate in Material Planning and Logistics or equivalent experience.
- Minimum of three years' experience within a manufacturing and electronics environment is a must.
- Ability to multi-task while remaining focused on completing all tasks in a dynamic environment.
- Proven results demonstrating strategic thinking, creativity, analytical and superior organizational skills.
- Strong Communication both written and oral, the ability to present, persuade and influence at all levels.
- Proficiency with ExactMax (MRP system), Microsoft Word, Excel, PowerPoint and SAP.
- Ability to work with highly confidential information is a must.
- Ability to remain focused in an interrupt driven environment.
- Friendly and confident when dealing with customers and suppliers.
- Creative, highly self-motivated, a self-starter with keen attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Demonstrated ability to work independently while at the same time maintaining a strong collaboration model with the Production and Service Manager, Sales team and Logistics Manager.

Stanley Black & Decker believes in giving applicants an equal opportunity to succeed on their own merit. We strive to hire employees that reflect and support the diverse perspectives, experiences and needs of employees and our communities. We remain committed to upholding the values of equity, diversity, and inclusion in our work environments. We know that diversity underpins excellence and that we all share responsibility for creating an equitable, diverse and inclusive organization. Therefore, in pursuit of our values, we seek employees who will work respectfully and constructively with differences across the organizational hierarchy in actualizing SBD's priorities, goals and principles of equity and inclusivity. If accommodation is required at any point in the recruitment process, please contact a member of our Recruitment Team. Please note that as part of our recruitment process, candidates in the final stages will be required to complete a background check which may include criminal background, credit and driver's abstract check.